Government Purchase Card (GPC) Up To $25,000

Cardholder/Billing Official Training

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SUMMARY

- Introduction
- Expanded authorization
- Definitions
- Rules and Regulations
- Mandatory sources

- Competition
- Sources
- File documentation
- Surveillance
- Forms
- In a nutshell

INTRODUCTION

- This presentation does not replace the basic Government Credit Card training but supplements it.
- This briefing is required for cardholders and billing officials who will receive authority to make purchases over $3,000.

INTRODUCTION

GPC currently used

- to procure supplies and services up to $3,500
- for minor construction or repairs up to $2,000

EXPANDED AUTHORIZATION (1998)

- DFARS 213.301 Simplified Acquisition Procedures
- An Individual with proper delegations may use the GPC to make purchases that exceed the micro-purchase threshold up to $25,000.
- On a stand-alone basis (no contracts)

EXPANDED AUTHORIZATION (1998)

if the purchase:

- **Is made outside the United States for use outside the United States**
- **Is for a COMMERCIAL item; but**
  - **Is not for work to be performed by employees recruited within the United States;**
  - **Is not for supplies or services originating from, or transported from or through Cuba, Iran, Iraq, Libya, North Korea or Sudan;**
  - **Is not for ball or roller bearings as end items (Sioux tribe);**
  - **Does not require access to classified or Privacy Act information;**
  - **Does not require transportation of supplies by sea;**
- **Is not for construction/repair**

EXPANDED AUTHORIZATION (1998)

The cardholder must

- Have a minimum of 6 month experience with $3,500 GPC
- Have received $25,000 training from RCO-Benelux
- Be designated by the HA
- Have last 6 month purchase files inspected by RCO-Benelux
- Attend Ethics training on an annual basis

DEFINITIONS

A commercial item is any item

- other than real property,
- that is of a type customarily used for non-governmental purposes and that –
- has been sold, leased or licensed to the general public; or
- has been offered for sale, lease or license to the general public

DEFINITIONS

A commercial service is a service

- procured in support of a commercial item

- The DFARS term includes:
  - Installation services
  - Maintenance services
  - Repair of equipment services
  - Training services

- Requires coordination with RCO-Benelux

RULES AND REGULATIONS

Compliance with

- Far Part 8 (mandatory sources)
- Far Part 13 (competition and reporting)
- AFARS Appendix EE
- Annex 409-AI-A-13-01 (409th CSB)
- Green Procurement
- Section 508
- Hazmat
- All other small purchase regulations
- No split purchases

MANDATORY SOURCES

FAR Part 8

- **1. Your own Agency** (check with PBO)

  - Flags, accessories, guidons and streamers : http://www.heraldry.army.mil
  - Computers : https://www.chess.army.mil
  - Software : https://www.chess.army.mil
  - Printing : http://www.daps.dla.mil
  - Coins : G4-USAREUR at DSN 537-4635
  - Clothing and textiles : http://www.troopsupport.dla.mil/clothingandtextiles/
  - Uniforms and insignia: local C.I.F or http://www.troopsupport.dla.mil/clothingandtextiles/
  - DoD Emall at http://www.emall.dla.mil

MANDATORY SOURCES

- Tents : DLA Europe http://www.dla.mil/europe.aspx
- Locks, vaults, safes, seals, security doors : DoD Lock Program http://www.navfac.navy.mil/navfac_worldwide/specialty_centers/exwc/products_and_services/capital_improvements/dod_lock.html
- Ergonomic-related and low vision equipment and equipment for employees with disabilities at

http://cap.tricare.mil/Customers/Customers.aspx

MANDATORY SOURCES

- **2. Excess of other Agencies** :

  Excess Personal Property : http://gsaxcess.gov

  Furniture : IMCOM-E, DSN 475-8148/8154

- **3. AbilityOne (former JWOD)**

  http://www.abilityone.gov

- **4. GSA Schedules** :

  http://www.gsaadvantage.gov

  (Ability1, green products, FSSI)

COMPETITION

WHY?

- It is the law.
- To get best price and wisely spend the Gov’t money
- To be able to determine that price is fair and reasonable

COMPETITION (CONT)

How to achieve good competition :

- Have a detailed requirement/request (no brand name), contact customer if needed
- Determine that it is mission essential
- Solicit MINIMUM 3 sources
- If mandatory sources : competition between GSA schedules/CHESS/FSSI vendors

COMPETITION (CONT)

- Compare apples with apples
- Compare red apples with red apples
- Make sure quotes comply with requirement (verify with customer, if needed)
- Solicit at least 2 new sources each time
- Rotate vendors

COMPETITION (CONT)

- If only one vendor accepts VISA , look for other vendors.
- If only one quote is received, look for other vendors.
- Unrealistic quotes, look for other vendors.
- Long price list required, compare price per item.
- Quotes received in foreign currency : compare at Gov’t budget rate
- Quotes received from local and US vendors : compare at the commercial rate on the day the US vendor wrote quote.
- In doubt? Call RCO-Benelux.

SOURCES

- Mandatory sources
- AAFES
- Catalogs
- Price lists
- Internet (Google, etc.)
- Personal knowledge
- RCO-Benelux

FILE DOCUMENTATION

ONE FILE PER PURCHASE

- PURCHASE PRE-APPROVAL with proper justification
- ANY REQUIRED AUTHORIZATION/WAIVER
- PRICE REQUESTS, MINIMUM 3
- QUOTES, MINIMUM 3
- ABSTRACT OF OFFERS
- DETERMINATION OF PRICE REASONABLENESS
- EPLS REVIEW
- QUOTE ACCEPTANCE
- YOUR SALES RECEIPT/INVOICE
- PROOF OF RECEIPT BY END-USER OR 3rd PARTY
- PBO, if applicable

RECORD RETENTION (DoD FMR, Vol. 1)

- 6 YEARS AND 3 MONTHS

SURVEILLANCE

100%

FORMS

Ask your A/OPC

- Designation
- Abstract of offer
- Price reasonableness
- Reporting

IN A NUTSHELL

- Check out the request carefully, contact customer for additional info, if necessary
- Get proper authorizations/waiver
- Determine mandatory source **(If not, document the file)**
- Find a minimum of 3 vendors
- Compare quotes, contact customer for approval, if necessary
- Re-compete, if necessary
- Check EPLS

IN A NUTSHELL (CONT)

- Fill in abstract of offers
- Fill in price reasonableness document
- Order the supplies/services
- Upon receipt, contact PBO
- Have end-user sign for receipt
- Verify file documentation
- Send report to RCO-Benelux before 30th of the month (report will include purchases made even if payment has not posted yet (end FY!)

BEFORE USING YOUR GPC REMEMBER

- ALL SMALL PURCHASE REGULATIONS APPLY
- SPECIAL APPROVALS/WAIVERS MUST BE OBTAINED
- PURCHASES CANNOT EXCEED ESTABLISHED LIMITS
- ACCOUNTABLE ITEMS MUST BE PUT ON PROPERTY BOOK

DELINQUENCIES

409th CSB Policy :

- 0 tolerance for delinquencies
- Account will be suspended if 1 day delinquent, 30 days after billing date

Think Before You Buy!

- Speech by Defense Secretary Robert Gates – Saturday May 8, 2010
- "In each instance we must ask: first, is this respectful of the American taxpayer at a time of economic and fiscal duress? And second, is this activity or arrangement the best use of limited dollars, given the pressing needs to take care of our people, win the wars we are in, and invest in the capabilities necessary to deal with the most likely and lethal future threats?"

GPC
POINT OF CONTACT

- RCO BENELUX HOMEPAGE
  http://www.409csb.army.mil/Sites/Brussels/frm_Brusselsaspx
- ANY QUESTIONS, BE SURE TO CALL YOUR A/OPC
- AGENCY PROGRAM COORDINATOR
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THANK YOU

REGIONAL CONTRACTING OFFICE BENELUX